

ESS Update Spousal Email Address

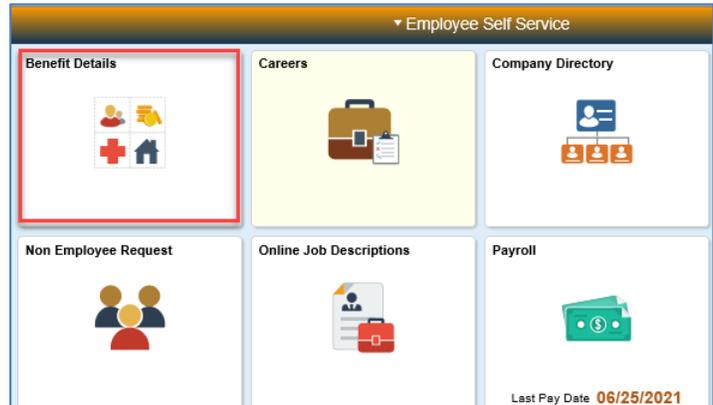
This quick reference guide provides steps for updating spousal email address. The target audience for this guide is any Harris Health System employee.

If you need further assistance, contact HR at 713-566-MyHR.

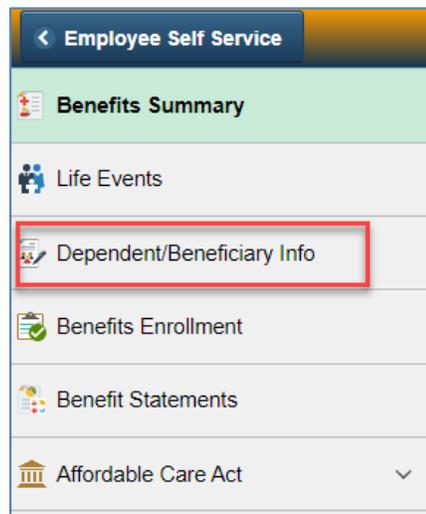
1. From the Harris Health System intranet, click the **PeopleSoft** tile.



2. Click on **Benefit Details**.



3. Click on **Dependent/Beneficiary Info**



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4. Click on **Spouse** to see the details.

Name	Relationship	Beneficiary	Dependent
[Redacted]	Spouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. A pop up message will appear and you will see **STOP**. Click **OK**.

STOP

DO NOT TYPE OVER EXISTING DEPENDENT/BENEFICIARY INFORMATION UNLESS YOU ARE UPDATING OR CORRECTING THE DEPENDENT'S NAME, DATE OF BIRTH OR SOCIAL SECURITY NUMBER.
If a correction is needed, please make the change and click SAVE button.
NOTE: Overwriting the existing dependent/beneficiary information with a NEW DEPENDENT/BENEFICIARY could result in either loss of coverage and/or Beneficiary loss of designation.
For assistance in adding, removing or changing Dependents/Beneficiaries, contact the Benefits Department at 713-566-6451.

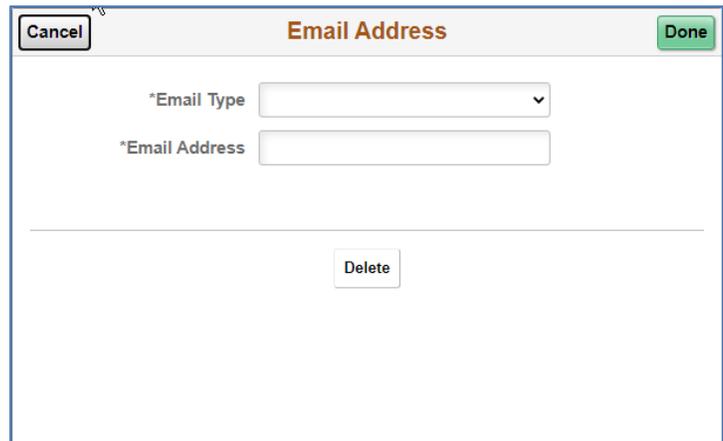
OK

6. Scroll down until you see Email section. Click on **Add Email**.

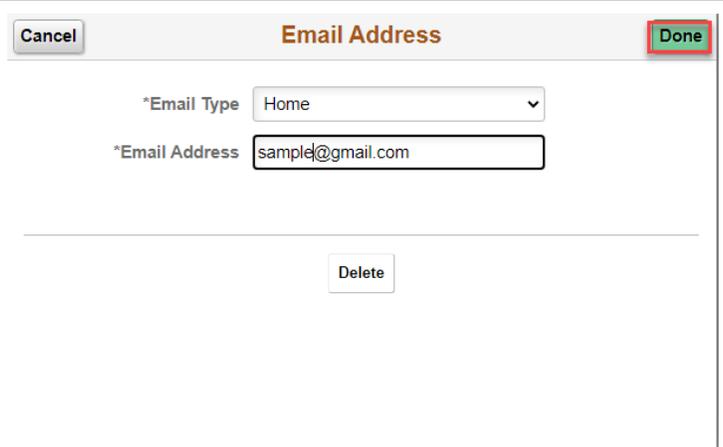
Add Email

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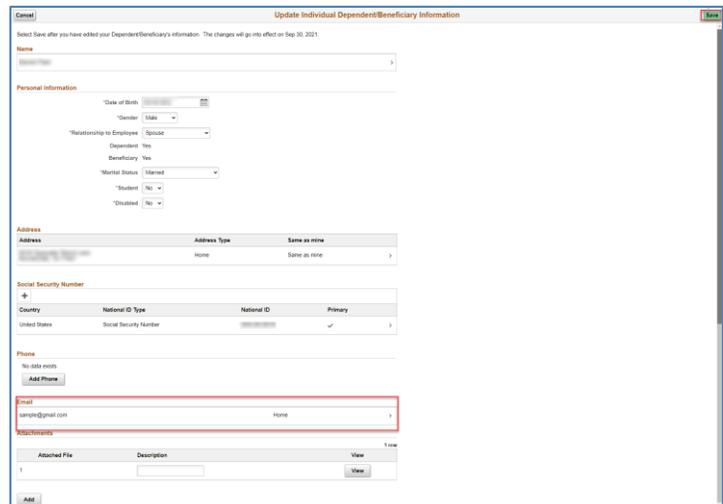
7. A pop up screen will appear where you can add your spouse's email. Select an **Email Type** from the drop down menu. Select **Home**.



8. Click **Done** after you have entered an email address for your spouse.



9. Review the email you entered. Click **Save** to complete your changes.



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